



SATELLITE MEETING REQUESTS

Requests for satellite meetings will be assigned on a first-come, first-served basis. The Satellite Meeting Form and payment must be completed and returned by May 25, 2007. Space is limited, so please submit your requests early to help us accommodate as many requests for meeting space as possible.

Meetings preferably should be scheduled during the following times:

Saturday, July 7	Sunday, July 8	Monday, July 9	Tuesday, July 10
1:00 p.m. - 10:00 p.m.	7:00 a.m. - 8:00 a.m. 11:30 a.m. - 2:00 p.m. 6:00 p.m. - 10:00 p.m.	7:00 a.m. - 8:00 a.m. 12 noon - 1:30 p.m. 6:00 p.m. - 10:00 p.m.	7:00 a.m. - 8:00 a.m. 2:00 p.m. - 6:00 p.m.

Note: Other meeting times that interfere with the SPORE Workshop Agenda must be approved by OSB staff.

There are two ways to request space:

- Submit request electronically at <http://www.sporemeeting.nci.nih.gov/satellitemeetings>.
- Print the PDF form, complete the information, and return to Capital Consulting Corporation.

If a third party or another division of an industry participant is planning a function, a letter of authorization must accompany the Satellite Meeting Form. All organizations and individuals requesting space must complete the Satellite Meeting Form.

Please return the fully completed form(s) no later than May 25, 2007. A form is required for each request. A confirmation letter along with meeting room assignment will be sent to you via e-mail once a room has been assigned. An event manager from the Baltimore Marriott Waterfront will contact you directly regarding further arrangements including billing, food and beverage, and audiovisual requirements.

Thank you for your cooperation. If you have any questions, please contact Jennifer Kostiuk, Capital Consulting Corporation, at 301-468-6004, ext. 424, or by e-mail at jenniferk@md.capconcorp.com.